

Volunteering at Global Birdfair 2024



To run a huge event like Global Birdfair requires a large number of volunteers and there are a wide range of roles.

All volunteer jobs are equally important, but whilst some are simple, others are more technical and others physical. You will need to select the job that is right for you. Volunteers travel from all over the UK and even Europe, so it is not possible to have a single introductory training session however all jobs will be explained and training by an experienced member of the team will be given if needed. There will also be a daily briefing session for up to date information for volunteers.

Everyone must register for 2024, this includes both previous volunteers as well as those new to volunteering at Global Birdfair. This is important to make sure we have up to date information about you, your latest contact details, an idea of your skills or what you would like to do, and registration gives you insurance cover for the event.

Once registered as a volunteer you will be required to select your job and shift times to suit yourself. This will be done on a private website to which you will be given access instructions when you have registered.

Near to the event start date you will be sent the **Volunteers Handbook**. This “must read” document will include information about specific details of jobs, health and safety information, how to gain access to the event, how to obtain your entrance passes and parking directions.

There is a campsite located next to the site and volunteers will be able to camp if they wish.

Details of the teams and jobs done by Global Birdfair Volunteers are below. At the end you will also find details of the exciting new Global Birdfair Youth Volunteer Team.

1. Main Entrance Team

There will be a single public entrance to the fair. It is hoped that most people will have purchased tickets and programs in advance. You will be responsible for scanning e-tickets before allowing visitors into the show. You may also be asked to help with “queue-busting” as visitors enter the Global Birdfair site.

In this role you must be confident in the use of the scanning machine. Of course, training will be given in advance. You will need a calm friendly approach under pressure, particularly during the first shift of the day. You will see from the shift times that some shifts overlap. We need volunteers on the gate in the morning from 7am to let exhibitors into the fair, but NOT visitors, and then to help with the busy first hour when the fair opens. Ticket sales will stop at 4pm on Friday and Saturday and 3pm on Sunday, but a volunteer presence will be required to let people in and out who already have tickets. An extra shift on Sunday afternoon 17:00- 20:00 will assist at the entrance with exhibitors and take-down.

You may also be required to assist exhibitor registration when they first arrive at the event and to distribute their passes and programmes.

During Birdfair; Friday 12th to Sunday 14th July

Shift times; 07:00-9:30 8:30-11:00 10:45-13:00 12:45-15:00 14:45-17:15

Sunday 14th July extra Takedown shift; 17:00 until 20:00

2. Information Team

There will be an Information tent near the site entrance. We will need volunteers who are familiar with the fair and local area. You will need to be confident to help visitors and exhibitors with a wide variety of questions about both the fair and services or facilities in the local area. You may also be needed to help the Volunteer Co-ordinators with volunteer registration and to undertake tannoy announcements.

Before BirdFair

Weds 10th July

Shift times; 8:30-13:00 12:45-17:30

Thurs 11th July

Shift times; 8:30-13:00 12:45-17:30 17.15-19.00

During Birdfair;

Friday 12th to Sunday 14th July Shift times; 8:30-13:00 12:45-17:30

3. Sales Team

The Global Birdfair sales tent will be near the main entrance. It will offer programmes and a small selection of merchandise for sale. All funds raised will be important and will go directly to the conservation project. It would be most useful if you have retail experience or are confident to encourage visitors to buy something. There will be a card machine on the stand for which training will be given. On the last shift of the day your role will include packing away merchandise

During Birdfair; Friday 12th to Sunday 14th July

Shift times; 8:30-13:00 12:45-17:30

4. Auction Team

Each year exhibitors kindly donate items to the Global Birdfair Auction. The stand displays the donations and allows visitors to place bids on the lots. The ultimate aim of the stand is fundraising for the annual conservation project. Volunteers are needed on the stand for security and to explain the bidding system to visitors, and of course to encourage them to bid high!

As some of the lots are worth a lot of money, several volunteers are needed on the stand at all times. They will share roles such as sitting at the desk to receive bids, monitoring the lots, and talking with visitors.

Set-up Shifts; Volunteers to set up the auction on Thursday 11th July

Shift times; 9.00 - 13:00 12:45 - 17:15

Bird Fair Shifts; Friday 12th to Sunday 14th July

Shift times; 9.00-13:00 12:45 -17:15

5. Lecture Stage Team

There will be three Lecture Stages (Avocet, Curlew and Plover) which will host short lectures. Lectures are chosen to cover a wide range of themes, countries, and conservation topics. A technician will be available to help with any presentation equipment.

The team includes three separate volunteer duties, **Lecture Stage Supervisor**, **Lecture Stage Usher** and **Lecture Stage Monitor**.

Lecture Stage Supervisor

It is important that talks run to schedule, and speakers do not over-run. As a Lecture Stage Supervisor it is your role to see that this happens. It will also be your role to introduce the speaker. You may also have to communicate with the technician should the need arise.

Shift times; Friday 12th to Sunday 14th July 8:30 - 13:00 12:45 - 17:30

Lecture Stage Usher

For this role we need people to welcome visitors as they arrive and ask them to wait until you can direct them to seats. If mobility scooters or wheelchairs arrive, you will assist them to the designated "parking area". You will also be asked to record visitor numbers for each lecture using a "click counter". At the end of each lecture you will assist in ensuring a one way system of exit and entry, and to help in keeping the marquee tidy.

Shift times; Friday 12th to Sunday 14th July 8:30 - 13:00 12:45 - 17:30

Lecture Stage Monitor

There are three lecture stages hosting lectures throughout the day. These are managed by volunteer Supervisors and Ushers. They have a lot to do and cannot leave during their shift.

The Lecture Stage Monitor role will be to support these volunteers across all lecture stages. This will include being a "runner" for things they need, and having a radio for emergency use.

Shift times; Friday 12th to Sunday 14th July 8:30 - 13:00 12:45 - 17:30

6. Events Team

The Events Team ensure the smooth running of the events programme and the Osprey Stage. This is a huge very public arena and the team managing it have to be very active and committed.

As a member of this team you may be required to prepare speakers for their event, usher visitors in and out of the marquee, manage queues, count visitors as they enter, keep the marquee tidy and arrange props on the stage. Within the Events team there will be a specialist "Green Room" team looking after the speakers back stage.

To undertake this duty you must be available for at least two half day shifts, and be willing to help as needed. A calm, confident, and professional approach is essential. Ideally you will be available to attend a pre-Birdfair briefing held on **Thursday 11th July** in the afternoon in the Osprey Events Marquee.

Note; The shift times may vary slightly and there may be additional evening events scheduled for Thursday Friday and Saturday evening. These events would finish by 21.30.

Shift times; Pre Birdfair	Thursday 11th July		
	Evening shift only 17.15 – 21.30		
Shift times; Birdfair	Friday 12th July		
	8:30-13:30	13:15 - 17:30	17.15 – 21.30
Shift times; Birdfair	Saturday 13th July		
	8:30-13:30	13:15 - 17:30	17.15 – 21.30
Shift times; Birdfair	Sunday 14th July		
	8:30-13:30	13:15 - 17:30	-

Green Room Team

The Green Room is located adjacent to the Osprey Events Marquee. Volunteers in this role assist speakers to relax and prepare for their event. Whilst at the same time maintaining a quiet space for them away from the public. The role has been done by the same team for several years and they have come to know the speakers and their needs well. There may be a need for additional volunteers, please consult with the Volunteer coordinator.

Shift times; Pre Birdfair	Thursday 11th July		
	Evening shift only 17.15 – 21.30		
Shift times; Birdfair	Friday 12th July		
	8:30-13:30	13:15 - 17:30	17.15 – 21.30
Shift times; Birdfair	Saturday 13th July		
	8:30-13:30	13:15 - 17:30	17.15 – 21.30
Shift times; Birdfair	Sunday 14th July		
	8:30-13:30	13:15 - 17:30	

7. Volunteers Rest Area Team

This small marquee is for the volunteers only, a space for them to relax, grab a coffee and be off duty for a while.

The area provides tables and seats, plus light refreshments and is operational from Thursday 11th July. The job would entail setting up the area, keeping light refreshments available and keeping the area clean and tidy.

Shift times;	Thurs 11th to Sunday 14th July	8:30-13:30	13:15 - 17:30
---------------------	--	-------------------	----------------------

8. Marquee monitoring Team

Marquee Monitors will be required to help on Wednesday 10th and Thursday 11th July as well as during Global Birdfair from Friday 12th to Sunday 14th July

You will be responsible for a designated area of the fair, ensuring the table and chair allocation for exhibitors runs smoothly. During the fair you will patrol your marquee, talking to exhibitors, and assisting them as required. This can include taking them bags for recycling, directing them to their Lecture Theatre, or other simple requests. At the end of the day you will ensure all exhibitors and visitors leave the marquee so that you can close it. This role will suit someone who is active, helpful, and enjoys talking to people from a variety of backgrounds. A radio will be provided so you can contact the site team.

Shift times; Weds 10th July to Sunday 14th July 8:00-13:00 12:45 -18:00

9. Owl Marquee Team

Owl marquee is a very popular practical activity and practical talks venue. The sessions are about one hour long with setting up time between each session. Our volunteers need to be confident and their role will include assisting with set-up, managing safe audience entry and exit, introducing the speaker and possibly assisting during the session in distributing materials or other general help. You may also have to communicate with the technician should the need arise. It is important that sessions run to schedule, and speakers do not over-run.

Shift times; Friday 12th to Sunday 14th July 8:30 - 13:00 12:45 - 17:30

10. Turnstone (Authors) Marquee Team

Turnstone is a small marquee for Authors to give their book presentations or readings. Sessions are usually short. Volunteers will assist in audience entry, assisting the speaker, and audience exit. There is technical help for the microphone and the presentation equipment.

Shift times; Friday 12th to Sunday 14th July 8:30 - 13:00 12:45 - 17:30

11. Gannetry Team

The Gannetry is a covered eating area with picnic tables, near to the food stalls. Most of the public are very good in their use of it, but inevitably there are spills and sheer numbers of people mean that tables get grubby. A small team will be required to clean and wipe tables occasionally and to assist in clearing any litter, especially if it is windy!

12. Bird Ringing Team

The ringing stand is very popular with all visitors. However the role is highly specialised and requires qualification. If you are a qualified bird ringer and wish to be involved in this team please contact us directly at volunteers@globalbirdfair.org

13. Parcels Team

Prior to and during Global Birdfair many exhibitors have deliveries to the site. A team is required to receive, check-in and sign for deliveries. They must then take these deliveries to the correct stand. This is a very responsible job, often handling very valuable items.

The team begin work on Monday 8th July until the last day of Birdfair Sunday 14th July.

As well as methodical approach this job requires lifting and carrying although a buggy is available for transport on site.

Shift times; Monday 8th- Sunday 14th inclusive 8:00 - 17:30

14. Camping Team

The campsite will be run by a couple who have diligently organised and administered this valuable job for many years.

We would like some camping assistants to help them with jobs such as with marking out pitches and assisting as campers arrive on site, and during their stay. Volunteers may help in general errands and to make sure the campsite runs smoothly. The campsite is set up on Tuesday 9th July and runs until the end of Global Birdfair on Sunday 14th July.

There may be some privately hired Glamping tents near the site. These are the responsibility of the company and not the volunteers.

Shift times; Tues 9th July - Sunday 14th July 8:30-13:30 13:15 - 17:30

5. Parking and Traffic Team

There will be a professional, police and highways management team involved with road access to the site. The volunteer job involves assisting in the traffic flow on the site (NOT on the public roads).

You will work alongside an experienced former Police Officer in this role, and we need volunteers for shifts during Birdfair from Friday 12th to Sunday 14th July.

Shift Times; Friday 12th to Sunday 14th July 7:00am – 10:00am

16. Waste and Recycling Team

There will be contractors which deal with waste and sort the recycling. Volunteer duties range from setting up recycling points, encouraging visitors and exhibitors to use the recycling scheme appropriately. Assessing the site for waste problems, litter picking, collecting and replacing filled waste bags and moving them to the contractor's big wheelie bins. Full training and protective equipment will be provided. The team is active from **Tuesday 9th July** to whenever the job is completed following the Birdfair. Whilst you do not need to commit to all of this time it is preferable that you are able to help out on at least two full days, or a number of half days, during this period.

Shift times; Tuesday 9th July – Monday 15th July 7:00- 09:00 09:00-17:30

17. Site Team

In this team, you will have an active role and will be on your feet for long periods of time and need to be physically fit and healthy. This job may involve lifting and moving items around the site.

You may be required to use the site radios and drive buggies around the site. You need to be able to commit to at least one full day of the three days of the event.

The site team is pivotal in **Set-Up** before the event, during **Global Birdfair** and **Take-Down** to clear the site following the event.

Set-up Site Team

We will definitely require plenty of willing volunteers to help to prepare the Global Birdfair site.

This is a vital part of the success of the event. Roles will be many and varied but the major part will be marking out stands, erecting trellis panels, distributing chairs and tables, delivering equipment to stands. Being able to "muck -in" is an essential qualification for this role.

Set-up days; Monday 1st July – Thursday 11th July

Shift Times; am 9:00– 13:00 pm 13:00 – 17:00

Global Birdfair Site Team

During the Global Birdfair you will patrol the site, helping to ensure the safety and smooth running of the event. You may be asked, at times, to assist with parking and traffic control, security and safety of the site, crowd control, and support the Recycling Team.

You should be confident in helping to resolve queries from exhibitors/visitors and should always represent Global Birdfair in a professional manner.

An extra shift will be needed when Global Birdfair closes on Sunday 14th when take down begins.

Bird Fair Friday 12th to Sunday 14th July

Shift times ; 7:00- 09:00 09:00- 13:00 13:00 17:30 Extra shift Sunday 14th 17:00- 21:00

Take down Site Team

Involves dismantling stands and clearing the site. This a physically active role, needing strength and stamina and as many helpers as possible!

This begins after Global Birdfair closes on **Sunday 14th July. Extra shift Sunday 14th 17:00- 21:00**

Take Down ; Monday 15th - Sunday 21st July

Shift Times; 9:00– 13:00 13:00 – 17:00

18. Youth volunteer Team (age 18 -21)

The future of conservation is in the hands of the young. We would like to encourage those aged 18 to 21 to become involved with the running of the event as well as experiencing all aspects of it.

This year we are forming a Youth Volunteer Team who will act as a daily task force, contributing wherever extra help is needed. The youth team will work in pairs together with an experienced volunteer and can expect to be asked to join in with any of the jobs already described. We will ask you to volunteer for a full morning or a full afternoon shift (leaving the rest of the day to experience the diversity of events offered by GBF). During a shift you might be involved in several different tasks according to need.

To meet insurance and legal requirements all youth volunteers *must be aged 18 on or before 1st July 2024*.

We hope that the experience of volunteering at GBF will introduce you to new skills, increase your knowledge of global conservation and add to your CV.

There is also an opportunity for those doing D of E gold award to use this as their residential requirement, although to properly meet the D of E award criteria there are tight stipulations.

Spaces for all youth volunteers are limited.

Those interested in joining the Youth Volunteer Team, should in the first instance contact the volunteer coordinators direct.

volunteers@globalbirdfair.org